



Job Description – Teacher's Aide

FLSA: Hourly

The Teacher's Aide reports directly to the Head, Group, or Lead Teacher in which they are currently working with in their assigned classroom. The Teacher's Aide assists the Head Teacher, Group Teachers, and Lead Teachers with curriculum planning, supervision, and teaching of children in a day care center setting, as well as, assisting in presenting and reinforcing learning concepts to children.

1. Assist in establishing and maintaining an environment for children which is clean, safe, and which is appropriate for each child's developmental level.
2. Assist Head, Group, or Lead Teacher with appearance, décor, and learning environment of the classroom.
3. Assume an equal share of the housekeeping responsibilities of the staff.
4. Assist Head, Group, or Lead Teacher in promoting healthy eating practices.
5. Have knowledge of, in addition to assisting Head, Group, or Lead Teacher in meeting and maintaining licensing requirements for ratios.
6. Interact with children in accordance with developmentally appropriate practices established by New Jersey State guidelines.
7. Assist Head, Group, or Lead Teacher in managing classroom through positive redirection, problem solving, setting appropriate limits, and active listening.
8. Assists the Head, Group, or Lead Teacher in preparing lesson outlines, plans, and curricula in assigned areas.
9. Assisting the Head Teacher in ensuring that the program activities are appropriate to both the age and developmental level of the children served, as specified in N.J.A.C. 10:122-6.1(A) in the New Jersey Manual of Requirements for Child Day Care Centers.
10. Treat each child, parent, family member, and coworker with dignity and respect.
11. Consider the individual child in relationship to his/her culture and socioeconomic background.
12. Help each child to become aware of his role as an integral member of a group.
13. Communicate parent questions and concerns to the Head Teacher, Group Teacher, Lead Teacher and/or Administrator.

14. Communicate your concerns about a child's development to the Head Teacher, Group Teacher, Lead Teacher and/or Administrator.
15. Make families feel welcome into the environment, greet parents, and children as they arrive and depart from the center.
16. Offer support to teaching team relaying observations.
17. May confer with parents on children's progress in the absence of the Head, Group, or Lead Teacher of the classroom.
18. Assist in maintaining daily schedules posted in each room.
19. Assist in implementation in daily, weekly, monthly plans under guidance of Head, Group, or Lead Teacher in assigned classroom.
20. Plans, prepares, and develops various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts.
21. Presents subject matter to children under the guidance of the teacher in classroom, utilizing a variety of methods including stories, discussions, and role playing.
22. Assists teacher in planning and preparation for daily activities; aids instructional effort of the teacher.
23. Leads some classroom activities (i.e. arts and crafts).
24. Assists children, individually or in groups, with lesson assignments to present or reinforce learning concepts.
25. Performs miscellaneous job-related duties as assigned.
26. Assist in observations and documentation of individual progress through anecdotal notes, developmental checklists, portfolio assessments, and other designed screenings.
27. Upon hire, each employee must be trained to meet the state requirements during orientation. This training must include first aid, communicable disease, and child abuse recognition and prevention, CPR, as well as, other child development topics as required by the Administrator.
28. Participate in staff development by taking part in eight mandatory clock hours of staff development training in areas specified in the New Jersey Manual of Requirements for Child Care Centers
29. Promote agencies code of ethics.
30. Keep open communication with Administrator, Head Teacher, Group Teacher, Lead Teacher, in addition to all other staff members at all times.
31. Attend all staff meetings, parent meetings, and other mandatory or required in-services.
32. Maintain professional attitude and loyalty to the program at all times.
33. Maintain confidentiality regarding staff, families, and children at all times.
34. Address concerns regarding program issues (i.e. staffing, safety, program, operations) to the Administrator.
35. Relate to families in a positive and respectful manner.
36. Performs other duties as required by a Lead or Group Teacher, the Head Teacher or Administrator.

In addition to the above duties, anyone assigned in a room with children ages two months to two and one-half years old, are also subject to the duties below:

1. Ensuring the infant teachers are kept informed on a daily basis of any changes in the baby's schedule.
2. Reporting daily events changes in schedule, feeding times, food amounts, infant/toddler's health, and sleeping habits to the staff so that continuity of care is maintained.
3. Diapering the child, if applicable, as specified in N.J.A.C. 10:122-7.8(d) in the New Jersey Manual of Requirements of a Child Care Center.
4. Contributing equally to housekeeping tasks in the infant and toddler areas.
5. Recording any unusual incidents involving the child and ensuring that the child's parents are informed of them, as specified in N.J.A.C. 10:122-4.8(c);in the New Jersey Manual of Requirements of a Child Care Center.
6. Implementing the infant/toddler's schedule in accordance with the parents establishing the schedule.
7. Feeding the child and following each infant's individual feeding schedule, as specified in N.J.A.C. 10:122-6.3(B) in the New Jersey Manual of Requirements of a Child Care Center.
8. Planning, art and sensory activities, along with providing variety of toys and gross motor equipment. (Toys and equipment should be rotated approximately every two weeks).
9. Arrange and planning for an environment, that best meets the individual infant/toddler developmental needs.
10. Assisting the child in toilet training, if applicable, in keeping with the center's toilet training policy, as specified in N.J.A.C. 10:122-7.7(e)3;in the New Jersey Manual of Requirements of a Child Care Center.
11. Being the communication liaison between the center and the parents. All pertinent information about the center should be relayed through the primary teacher/caregiver and/or directly to the Administrator.
12. Assist in holding parent conferences. These conferences are established so that you and the parent can meet together to establish goals for the infants.
13. Completion of daily parent information forms during the course of his/her shift. This includes writing a general not about the infant/toddler's day.
14. Being a competent member of the infant/toddler care team. This entails maintaining open communication between fellow staff members, contributing equally in daily routine tasks, being aware of the overall needs of the infant program and coming to the aid of others as needed.

Qualifications:

1. Must have received a high school diploma or GED. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others and be able to relate well to children. In addition, he/she

must be willing to fulfill his/her responsibilities in accordance with the center's educational philosophy.

2. May possess at least one year of child supervision or be able to demonstrate a general good knowledge of the aspects of such.
3. Must be eighteen years of age or older due to regulatory restrictions.
4. Possess a driver's license valid in New Jersey only if the operation of vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
5. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position.
6. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodations cannot be made because it would cause the employer hardships, such persons may not be eligible.
7. Freedom from illegal use of drugs; freedom from use of drugs and alcohol in the workplace.

Revised May, 2010